

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, February 2, 2021

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. In the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Petty, Skare
Absent: Kierzek
Staff: Patrick Cannon
Also: Rob Nelson

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented with minor change
Bobholz (1); Petty (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for January 5, 2021 with minor changes
Skare (1); Petty (2)
Aye: All via voice vote
Nay: None

VI. Presentation – Public Hearings

None

VII. Announcement of Public Events

No announcements were made

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

- a. December 29, 2020 to January 25, 2021 Vouchers
- b. Financial Statements - December, 2020
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from December 29, 2020 to January 25, 2021 as presented in the amount of \$32,245.11

Fordham (1); Skare (2)
Aye: All via voice vote

Nay: None

X. Executive Report

The report was included in the packet.

XI. Committee Reports

A. BEDC

Met to discuss future goals

B. Executive Committee

Met earlier this evening to discuss:

- CDA Committee appointments
- Library project Change Order authorization
- New checking account for Library project
- Authorization or Executive Director to sign documents
- Bad Badger Capital Catalyst loan

C. Finance

Did not meet this month

D. Loan Review Committee

Did not meet this month

XII. Old Business

1. Update on CDA Projects

i. Web Site

ii. Solar Energy

2. Library Project

Staff gave a brief update on the project status

XIII. New Business

1. Consideration and discussion of a 2021 CDA Committee appointments.

The Chair announced that after discussion with the Committee members, the Committee appointments for 2021 will remain the same as 2020.

2. Consideration and discussion of authorizing the Executive Committee to serve as the approving CDA Body for approval of Change Orders and expenditures disbursement signatures as they relate to the Library Remodeling and Construction Project.

The Executive Committee is recommending that the CDA Board authorize the Executive Committee to serve as the approving body for Change Orders and expenditure disbursements for the Library Remodeling and Construction Project.

This would follow the same process as the City Hall project.

Motion:

To authorize the Executive Committee to serve as the approving Board for Change Orders and expenditure disbursements for the Library Remodeling and Construction Project.

Wastlund (1); No second required

Aye: All via voice vote (5)

Nay: None

Abstain: Bobholz

3. Consideration and discussion of a new Checking Account at Baraboo State Bank for the Library Remodeling and Construction Project.

The Chair noted that USDA-RD requires a separate checking account for this project. The City requires that all new checking account be authorized by the City Council. The City Council had previously authorized the creating of a new Fund account also required by USDA-RD.

Motion:

To recommend to the City Council the creation of a new checking account at Baraboo State Bank for the Library Remodeling and Construction Project.

Wastlund (1); No second required

Aye: All via voice vote (5)

Nay: None

Abstain: Bobholz

4. Consideration and discussion of authorizing the Executive Director, Patrick Cannon to sign documents as they relate to the Library Remodeling and Construction Project.

The Chair noted that USDA-RD has required that the CDA submit a variety of Certifications and documents as part of the application process. In order to expedite the application process, the Executive Committee is recommending that the CDA Board authorize the Executive Director, Patrick Cannon to sign and submit the required information to USDA-RD.

Motion:

To authorize the Executive Director, Patrick Cannon to sign and submit the required Certifications and documents to USDA-RD as they relate to the Library Remodeling and Construction Project.

Wastlund (1); No second required

Aye: All via voice vote (5)

Nay: None

Abstain: Bobholz

5. Consideration and discussion of a recommendation to the City Council to formally begin the process to write off the delinquent Capital Catalyst loan to Bad Badger Engineering.

It was noted that the Capital Catalyst loan to Bad Badger Engineering is past due and delinquent. The company has ceased operations in Baraboo and has failed to furnish any forwarding information.

After careful review, the Executive Committee moved to recommend that the CDA Board recommend to the City Council that the Capital Catalyst loan to Bad Badger Engineering in the amount of \$51,500 be written off. Staff however, will continue collection efforts.

Motion:

To recommend to the City Council that they begin the process of formally writing of the \$51,500 loan to Bad Badger Engineering.

Petty (1); Bobholz (2)

Aye: All via voice vote (5)

Nay: None

Abstain: Bobholz

XIII. Board Member Referrals
None

XIV. Public Comment
None

XV. Adjournment

Motion:

To adjourn the meeting at 7:30 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder